

What happens when I submit an update or request through ESS?

Depending upon the update or request submitted the change is either automatically updated in IRIS HRM or the update/request enters workflow.

Workflow is an online approval process for documents that follow a defined order of approval.

For example, a change in address or emergency contact information does not require approval so the information will automatically update in IRIS HRM once an employee submits the information through ESS.

Changing your last name or submitting a request for leave cash-in or to donate leave require approval and will be routed from ESS through IRIS HRM to your Payroll Services contact or Agency HR for processing.

Similarly, when an employee submits an Employee Net Pay Distribution (Direct Deposit) through ESS, the document is routed from ESS through IRIS HRM to the Division of Finance.

The following illustration explains some of the information employees can access and activities they can perform in ESS. The items shaded orange are either features the State of Alaska is not currently using and/or are not applicable to all employees at Go Live. *Note: The illustration depicts a fictitious employee and is provided as an example only.*

IRIS - Human Resource Management
Employee Self Service

Welcome, Tull Jethro
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My Information | My Time and Attendance | My Accounting Overrides | My Compensation | My Evaluations

Jobs | Personal Information | Address | Emergency Contact | Tax Withholdings/Allowances | Garnishments | Tax Liens | Licenses and Certifications

My Desktop

- View & update address, emergency contact, tax withholdings, etc.
- Check leave balances, view paycheck stubs, Request Leave Cash-In or Donated Leave.
- This feature will only be used in conjunction with electronic timesheet submission and will not be applicable at Go Live.
- View pay summary, deductions, and warrants.
- View performance evaluations.

Work Location	From	To	Pay Class	Payroll Number
PR SVCS SPVR - KK OT INELIG	08/01/2016	12/31/9999	SEMI 37.5 SLRY	SEMI - TIMEI

Employee ID : 331710
Appt ID :
Name : TULL, JETHRO
Social Security Number : ***-**-0001
Last Hire Date : 08/01/2016
Grade : 205 RANGE 17
Step : 205 RG 17 / A
Merit Increase/Pay Increment
Anniversary Date : 08/01/2017
Next Evaluation Date : 02/01/2016
Position Number : 250044
Union Local : CEA

Orig Appt Date : 08/01/2016
Title : PR SVCS SPVR
Sub-Title : KK OT INELIG
Emp Status : ACTIVE
From : 08/01/2016
To : 12/31/9999
Home Dept : DOA
Home Unit : DOP Pyrl SupDOA
Pay Location : JUNEAU
Work Location :
Pay Class : SEMI 37.5 SLRY
Payroll Number : SEMI - TIMEI

Employee Name Change/SSN Correction

Will the process for employees entering timesheets be different with the implementation of ESS?

No. Employees will continue to submit timesheet information as they do today. ESS does offer an electronic timesheet feature which will be piloted by Department of Administration's Division of Finance, Division of Personnel and Labor Relations, Division of Administrative Services and the Department of Law at Go Live. Working with the IRIS HRM team, payroll contacts, and department timekeepers, this feature will be rolled out to interested divisions and departments in Spring of 2017.

What is ESS?

Starting in January 2017, the State of Alaska will be upgrading from AKPAY to a new, statewide Human Resource Management system called IRIS (Integrated Resource Information System).

IRIS will bring changes to how employee related transactions including payroll, are processed. The most apparent change for all employees will be the online Employee Self-Service (ESS) portal.

ESS allows all employees a convenient way to review various payroll information specific to them through a secure online portal that is accessible from inside and outside the State network.

Through ESS, employees can:

- Submit updates to their contact information, including address changes and emergency contacts
- Create an employee information change request (e.g., change employee last name)
- View tax withholdings/allowances
- Submit requests for leave cash-in and donated leave
- Check their leave balance
- Review their performance evaluations

ESS will be accessible in mid-January 2017 at IRIS HRM Go Live.

For More Information...

JOIN

Join the IRIS Information mailing list to receive updates from the IRIS team including notices regarding ESS. To sign up or for more information visit:

<http://list.state.ak.us/mailman/listinfo/iris.information>

CHECK OUT

Check out the ESS videos available on the IRIS References and Resources page in mid-November:

<http://doa.alaska.gov/dof/iris/refer.html>

CONTACT

The IRIS HRM Help Desk

Email: IRIS.Project@alaska.gov

Phone: 907-465-5555*

Hours: Monday – Friday, 8am to 4:30pm

The IRIS HRM Help Desk will open on **in mid-January.*

Prior to this date, please email the IRIS HRM Project team at the above listed address.

LOG ON

ESS is accessible from inside the State's network as well as from a home or personal computer.

The URL will be provided to employees at Go Live.

